2016

Annual Income and Expense Report

RETURN TO:

Assessor's Office 3 Primrose Street Newtown, CT. 06470

TEL: 203 270-4240 FAX: 203 270-4243

FILING INSTRUCTIONS - The Assessor's Office is preparing for the revaluation of all real property located in Newtown, CT. In order to fairly assess your real property, information regarding the property income and expenses is required. Connecticut General Statutes §12-63c requires all owners of rental real property to annually file this report. The information filed and furnished with this report will remain confidential in accordance with §12-63c(b), which provides that actual rental and operating expenses shall not be a public record and is not subject to the provisions of Section §1-210 (Freedom of Information).

Please complete and return the completed form to the Newtown Assessor's Office by on or before June 1st, 2017. In accordance with Section §12-63c(d), of the Connecticut General Statutes, as amended, any owner of rental real property who fails to file this form or files an incomplete or false form with intent to defraud, shall be subject to a penalty assessment equal to a Ten Percent (10%) increase in the assessed value of such property.

GENERAL INSTRUCTIONS - Complete this form for all rented or leased commercial, retail, industrial or combination property. Identify the property and address. Provide Annual information for the Calendar Year 2016. TYPE/USE OF LEASED SPACE: Indicate use the leased space is being utilized for (i.e., office, retail, warehouse, restaurant, garage, etc.). ESC/CAM/OVERAGE: (Circle if applicable) ESCALATION: Amount, in dollars, of adjustment to base rent either pre-set or tied to the Inflation Index. CAM: Income received from common area charges to tenant for common area maintenance, or other income received from the common area property. OVERAGE: Additional fee or rental income. This is usually based on a percent of sales or income. PROPERTY EXPENSES & UTILITIES PAID BY TENANT: Indicate the property expenses & utilities the tenant is responsible for. Abbreviations may be used (i.e., "RE" for real estate taxes & "E" for electricity). VERIFICATION OF PURCHASE PRICE must be completed if the property was acquired on or after January 1, 2017.

WHO SHOULD FILE - All individuals and businesses receiving this form should complete and return this form to the Assessor's Office. If you believe that you are not required to fill out this form, please call the number listed above to discuss your special situation. All properties which are rented or leased, including commercial, retail, industrial and residential properties, except "such property used for residential purposes, containing not more than six dwelling units and in which the owner resides", must complete this form. If a property is partially rented and partially owner-occupied this report must be filed.

IF YOUR PROPERTY IS 100% OWNER-OCCUPIED, OR 100% LEASED TO A RELATED CORPORATION, BUSINESS, FAMILY MEMBER OR OTHER RELATED ENTITY, PLEASE INDICATE BY CHECKING THE FOLLOWING BOX \Box .

HOW TO FILE - Each summary page should reflect information for a single property for the year of 2016. If you own more than one rental property, a separate report/form must be filed for each property in this jurisdiction. An income and expense report summary page and the appropriate income schedule must be completed for each rental property. Income Schedule A must be filed for apartment rental property and Schedule B must be filed for all other rental properties. All property owners must sign & return this form to the Newtown Assessor's Office on or before June 1, 2017 to avoid the Ten Percent (10%) penalty.

A COMPUTER PRINT-OUT IS ACCEPTABLE AS LONG AS ALL THE REQUIRED INFORMATION IS PROVIDED.

RETURN TO THE ASSESSOR ON OR BEFORE JUNE 1, 2017

2016 ANNUAL INCOME AND EXPENSE REPORT SUMMARY

wner		***************************************	Property Name	A CONTRACTOR OF THE PROPERTY O
failing Address			Property Address	and the second s
ity / State/ Zip			Map / Block / Lot	(Fill in from the Front Instruction Page
Primary Property Use (Circle One) A. Apartment	B. Office	C. Retail	D. Mixed Use E. Shopping Center F. I	F. Industrial G. Other
ner		Sq. Ft.	Number of Parking Spaces	
Net Leasable Area		Sq. Ft.	Actual Year Built	
Owner-Occupied Area		Sq. Ft.	8. Year Remodeled	
No. of Units		Andrews and the second		
NCOME - 2016			EXPENSES - 2016	
Apartment Rental (From Schedule A)	direct to the state of the stat		21. Heating/Air Conditioning	TO THE TAX OF THE TAX
). Office Rentals (From Schedule B)			22. Electricity	S
Retail Rentals (From Schedule B)			23. Other Utilities	
. Mixed Rentals (From Schedule B)			24. Payroll (Except management, repair & decorating)	With a first the property of the control of the con
. Shopping Center Rentals (From Schedule B)		444444 in the state of the stat	25. Supplies	
. Industrial Rentals (From Schedule B)			26. Management	and the state of t
. Other Rentals (From Schedule B)			27. Insurance	And opposite the second
. Parking Rentals			28. Common Area Maintenance	
. Other Property Income			29. Leasing Fees/Commissions/Advertising	
. TOTAL POTENTIAL INCOME (Add Line 9 through Line 17)			30. Legal and Accounting	
. Loss Due to Vacancy and Credit	-		31. Elevator Maintenance	
. EFFECTIVE ANNUAL INCOME (Line 18 Minus Line 19)			32. Security	
			33. Other (Specify)	
			34. Other (Specify)	***************************************
			35. Other (Specify)	The second secon
			36. TOTAL EXPENSES (Add Lines 21 through 35)	
			37. NET OPERATING INCOME (Line 20 minus Line 36)	236)
			38. Capital Expenses	
			39. Real Estate Taxes	**************************************
			40. Mortgage Payment (Principal and Interest)	
			41. Depreciation	
			42. Amortization	

Complete this sea	SCHEDULE A – 2016 APARTMENT RENT SCHEDULE	16 APAR	IMENT RE	NT SCHI	EDULE		Con	uplete this Se	ction for A	lpartment Re	Complete this Section for Apartment Rental activity only.
NCY OOM OOM OOM OOM OOM OOM OOM OOM OOM OO	UNIT TYPE		No.	OF UNITS	ROOM		UNIT SIZE	MONTHLY	RENT	TYPICAL.	
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RENTABLE UNITS MANAGER/JANITOR OCCUPIED OTAL SPARKING INCOME (SPECIFY) LEASE TEDULE B - 2016 Lessee Rent Schedule Location Type/Use Of Leased Space Space Date Date Space Space Date Space Space Date AL AL AL AL OF LEASE DATE START END DATE D	4 Bedroom									☐ Other Utilities	☐ Security
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HEDULE B - 2016 Lessee Rent Schedule Location Type/Use OF Leased Space Space Space Date Date Space Space Space Date AL	Garage/Parking									T Other Specify	
HEDULE B - 2016 Lessee Rent Schedule Location Type/Use Of Leased Space Space Date Date Space Space Date AL	OTHER INCOME (SPECIFY)								ALL HARMAN AND THE REAL PROPERTY.	T Cuici obcorty	
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LEASED START END LEASED BASE ESC/CAM/ TOTAL RENT PER SPACE SPACE DATE SQ. FT. RENT OVERAGE RENT SQ. FT.		COCATION	Type/Use		Lease Tern	_		ANNUA	L RENT		PROPERTY EXPENSES & UTILITIES
	TENANT	LEASED SPACE	LEASED SPACE	START DATE	END DATE	LEASED SQ. FT.	Base Rent	ESC/CAM/ OVERAGE	TOTAL RENT	RENT PER SQ. FT.	PAID BY TENANT
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VERIFICATION OF PURCHASE PRICE

(Complete if the property was acquired on or after January 1, 2016)

DOWN PAYMENT	∞	DATE OF PURCHASE	
		7	양.
			Fixed Variable
INTEREST RATE	%	PAYMENT SCHEDULE TERM YEARS	
INTEREST RATE	%	PAYMENT SCHEDULE TERM YEARS	
INTEREST RATE	%	PAYMENT SCHEDULE TERMYEARS	The state of the s
Furniture? \$	ALUE)	EQUIPMENT? \$ (VALUE) OTHER (SPECIFY) \$	(VALUE)
TES? (CIRCLE ONE):	YES	NO APPROXIMATE VACANCY AT DATE OF PURCHASE	IASE
IASE OR FINANCING? (CIRCLE ONE):	YES	NO Appraised Value/Name of Appraiser	
? (CIRCLE ONE)	YES	NO	
Daī	E LISTE	D BROKER	
umstances or reasons concerning	your p	UTChase (i.e., vacancy, conditions of sale, etc.)	
ENALTIES OF FALSE STATE EMBRANCE AND BELIEF, IS E ABOVE IDENTIFIED PROPF	MENT A CO RTY (THAT THE FOREGOING INFORMATION, ACCORDING TO THE MPLETE AND TRUE STATEMENT OF ALL THE INCOME AND Section §12-63c (d) of the Connecticut General Statutes).	DING TO THE (NCOME AND
NAME (Print)	man de	DATE	
TELEPHONE			
	PURCHASE PRICE \$ DOWN PAYMENT FIRST MORTGAGE \$ INTEREST RATE SECOND MORTGAGE \$ INTEREST RATE OTHER \$ INTEREST RATE DID THE PURCHASE PRICE INCLUDE A PAYMENT FOR: FURNITURE? \$ WAS THE SALE BETWEEN RELATED PARTIES? (CIRCLE ONE): WAS AN APPRAISAL USED IN THE PURCHASE OR FINANCING? (CIRCLE ONE): PROPERTY CURRENTLY LISTED FOR SALE? (CIRCLE ONE): PYES, LIST THE ASKING PRICE \$ DATE IF YES, LIST THE ASKING PRICE \$ DATE IDO HEREBY DECLARE UNDER PENALTIES OF FALSE STATE BEST OF MY KNOWLEDGE, REMEMBRANCE AND BELIEF, IS EXPENSES ATTRIBUTABLE TO THE ABOVE IDENTIFIED PROPE SIGNATURE NAME (Print) TELEPHONE TELEPHONE	INTEREST RATE [INTEREST RATE	EREST RATE

RETURN TO THE ASSESSOR ON OR BEFORE JUNE 1, 2017 TO AVOID THE 10% PENALTY